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Manual

**Manual**  
of the  
**Board of Foreign Missions**  
of the  
**Reformed Church in America**



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MANUAL  
OF THE  
BOARD OF FOREIGN MISSIONS  
OF THE  
REFORMED CHURCH IN AMERICA  
FOR THE USE OF CANDIDATES AND MISSIONARIES UNDER  
APPOINTMENT AND IN THEIR FIELDS OF LABOR



PREPARED AND PUBLISHED BY THE BOARD

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# MANUAL.

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This pamphlet is designed for the use of the Board and its missionaries. Its object is to set forth, as nearly as may be, the relations of missionaries to the Board and to the Missions of which they are members. Those relations have always been of the most cordial and fraternal character. It is desired that they may always remain so, for the Board and the missionaries are but helpers of one another, and workers together in the common service of our Lord Jesus Christ and of His Church. That this may be the case, the principles on which the work of the Board and the Missions are conducted should be expressed in rules which tend to promote regular and orderly procedure. These rules should be clearly understood and will be found herein. They are the result of long experience, yet they are susceptible of changes in the future as necessity or adaptability to changing circumstances may dictate. Any questions not provided for, will receive the careful consideration of the Board as they may, from time to time, arise. But, until so changed, the assent of every missionary who accepts an appointment will be assumed.

## PART I.

### THE BOARDS.

THE BOARD OF FOREIGN MISSIONS acts under a Constitution approved by the General Synod of the Reformed Church in America. It is composed of twenty-seven members, ministers and laymen, of whom nine are chosen annually by the Synod, and who serve for three years. It is also a corporate body, by special Acts of the Legislature of the State of New York in 1860 and 1873.

THE WOMAN'S BOARD OF FOREIGN MISSIONS was organized in 1875, and acts under the Constitution adopted at that time, but somewhat modified in 1892. It was incorporated under the General "Act for the Incorporation of Benevolent, Charitable, Scientific and Missionary Societies" in the State of New York.

THE ARABIAN MISSION was organized in 1889, and incorporated in 1891, under the Laws of the State of New Jersey. In 1894, in accordance with the action of the General Synod, and by mutual agreement, it was taken under the care of the Board of Foreign Missions. Its affairs are administered by Trustees chosen from the members of the Board, its distinct corporate existence being preserved. All its receipts, expenditures and accounts are kept entirely separate from those of the Board. The rules contained in this Manual are also the rules of the Arabian Mission so far as applicable. It acts under a Constitution adopted in 1894.

## CHAPTER I.

### THE BOARD OF FOREIGN MISSIONS.

1. The Board claims no ecclesiastical authority, and attempts to exercise none. Its missionaries are subject to the authority and discipline of the Classes or Churches to which they belong.

2. But, as the agent of the General Synod of the Reformed Church, charged with the direction of its Foreign Mission work, it is and holds itself under a solemn responsibility to the Church in regard to the character and capacity of those who represent it in the field; as to the propriety of the methods employed, the fidelity with which the labors of the missionaries are performed and the principles of the Gospel, as they are held by the Church, maintained and propagated; and as to the economical use of the funds contributed by the churches, etc., and committed to its trust for the sacred duty with which it is charged.

3. The Board will welcome and carefully consider the application of any who may desire to devote themselves to missionary work in general, or to any special department of it. For the information and guidance of such applicants, a special leaflet and blank forms are provided and will be furnished to those who desire them.

4. The reception of applications, the appointment of missionaries, the assignment of their fields of labor and their dismissal are in the hands of the Executive Committee; or, for the Arabian Mission, of the Board of Trustees.

5. In making appointments, the Board will be governed by the necessities of the work in the different fields under its care, and by the amount of money at

its disposal. The fact of application shall in no case be regarded as constituting a claim for appointment, and any appointments may be recalled by the Board when, in its judgment, the best interests of its work so require.

6. Where a missionary is required for some particular service, or in any emergency arising on the field, the Board holds itself at liberty to issue a call to such person as it may deem qualified and desirable, in a manner similar to the calling of a pastor by an individual church.

7. Whenever, in the course of the year, the condition of the Treasury may warrant, the Board may, from time to time, make additional appropriations for such other objects as may be desired by the Missions and approved by the Board, in the order of their importance.

8. No application for an additional appropriation on the part of any individual missionary will, in any case, be considered by the Board, which has not first been submitted to the Mission to which he or she belongs, and its action thereon, whether favorable or otherwise, transmitted to the Board.

## CHAPTER II.

### THE WOMAN'S BOARD.

1. The work of the Board of Foreign Missions and of the Woman's Board is distinctly recognized to be one, though the latter is specially designed and conducted for the benefit of women and children in our mission fields.

2. All appointments to the several missions are reserved in the hands of the Board of Foreign Missions.



3. No appointments of missionaries to be supported by the Woman's Board will be made without first obtaining the assurance of that Board as to its ability and willingness to become responsible for their support.

4. The Woman's Board will undertake no work which involves continuous expenditure without first consulting the Board of Foreign Missions as to its necessity and advisability, and obtaining its favorable recommendation.

5. Similarly, the Board of Foreign Missions will undertake no work for which the Woman's Board is desired and expected to provide without the consent and approval of that Board previously obtained.

6. Furloughs will be granted to missionaries supported by the Woman's Board only after reference to that Board and approval by it, inasmuch as the expense involved will properly be borne by that Board.

7. The same principle holds good in regard to the return of such missionaries to their respective fields, and the question of refit, when their furloughs have expired.

8. All money contributed by the Woman's Board, not otherwise specially designated, shall be carefully applied to the special work for women and children for which it has assumed responsibility, and of which an Annual Estimate shall be furnished to it by the Executive Committee, before the final action of the Board of Foreign Missions.

9. When reduction from the Estimates becomes necessary, it shall be applied to all the work of the Missions admitting of reduction without distinction, with the sole exception of specific sums contributed for specific objects.

10. In the event of a surplus of contributions from the Woman's Board, above the obligations assumed by it, or of such reduction as is indicated in Section 9, it is agreed that such surplus, or the amount of such reduction, when the Estimates furnished the Woman's Board are fully met, shall be applied to the support of missionaries (women) who are not now supported by the Woman's Board but who are actually engaged in work for women and children.

## **PART II.**

### **CANDIDATES, APPLICATIONS AND TESTIMONIALS.**

#### **CHAPTER I.**

##### **QUALIFICATIONS.**

Qualifications for missionary service are both general and special.

##### ***General Qualifications.***

1. The general qualifications do not differ materially from those which render a minister or other Christian worker useful and acceptable at home. They are such as these—devoted and consistent piety and consecration to Christ and His glory; prayerful habits and a devotional spirit; a blameless life and good reputation; suitable age, sound health, and a constitution unimpaired; familiarity with the Bible, love for its use and study, and acquaintance with the leading doctrines of the Gospel; good intellectual ability developed and disciplined by education; a reasonable aptitude for and facility in acquiring languages; aptness to teach; good temper, sound judgment, tact, adaptability to men and circumstances, cheerfulness, ability

to work in harmony with others, persistent energy in the execution of plans once formed and adopted, and "a large share of good common sense."

2. It is especially desirable and important that candidates should have had some experience in active Christian work at home. Experience as a pastor in this country is an admirable qualification for missionary service.

3. It may be said, also, that any gift, talent, or acquirement likely to add to usefulness at home will add at least as much abroad, and the very highest mental power, intellectual attainment, personal culture and refinement, executive ability, organizing or administrative capacity, fertility in resources and expedients, eloquence, will find ample scope in Mission fields; that nowhere are they more needed, and nowhere will their exercise bring larger rewards to the servant or greater glory to the Master. Let no one who has this work in view yield to the delusion that anything he is or has is too precious to be used in Foreign Mission work. On the contrary, that work is so great, so difficult, so exacting and so far-reaching in its purposes and consequences, as to demand all that is best in the men and women who engage in it, and the *very best* men and women the Church can supply.

### ***Special Qualifications.***

4. These have reference to the special form or department of service in which the individual may desire, or be appointed, to engage. As the work usually carried on may be generally divided into Evangelistic, Educational and Medical, so each person desiring to enter on either of these departments of service should have those special qualifications which each demands.

5. The *evangelistic* missionary should be a regularly ordained minister (or one having ordination in view), with the advantages of Collegiate and Theological training.

6. The *teacher* should have special training for such service; some acquaintance with the best approved methods of teaching and government, with knowledge of child-nature, thought and life; experience in teaching, and the faculty of winning the affection of scholars.

7. The *medical* missionary should, in all cases, be a graduate of a recognized and reputable Medical College, with the usual degree. If he has had a period of practice in this country, so much the better. In particular, he should be familiar with the practice of surgery and the compounding of medicines and prescriptions. It is important that he be acquainted with the natural sciences, especially those allied with the study and practice of his profession, and that he be determined to make his professional work subservient to the furtherance of the Gospel. He must be a student of the Bible; it is also desirable that he be well read in Christian theology and familiar with the doctrines and standards of the Reformed Church.

8. In the case of *single women* it is desired that the applicant have, in addition to a full High School or College training, or its equivalent, experience in Sunday-school and other departments of Church work, and, if possible, special training in methods of teaching, in general evangelistic work, and other subjects closely related to her work as a missionary.

## CHAPTER II.

### APPLICATIONS AND TESTIMONIALS.

In view of the varied and solemn responsibilities of missionaries, and the serious consequences to the Church and to the individual of a possible mistake in so important a matter, the Board regards itself as obliged, before appointing any person, to obtain as full a knowledge as possible of his character and qualifications for the work in which he seeks to be engaged. Candidates, in their applications, are earnestly entreated to exercise the greatest carefulness, to be conscientiously accurate in statement and true to their convictions. All such communications will be regarded as strictly confidential by the Board.

#### *Applications.*

I. All applications for appointment as a missionary must be made by the person seeking such appointment, in his own handwriting, addressed to the Corresponding Secretary, and should state concisely, but distinctly, his age, native place, residence, early education, previous and present employments, his state of health at the present time and in the past; the length of time he has been a member of the Church, and his motives in desiring to become a missionary; his expectation in reference to marriage (if single); the field he prefers, and the reasons for such preference, and the department of work in which he wishes to engage, together with such other items as may be desired.

N. B.—Blank forms for such statement will be furnished to those who may desire to make application, by the Corresponding Secretary, when deemed expedient. But the giving such blank and the receipt of

such application should in no case be regarded as constituting a claim for appointment.

2. If the applicant be in a Theological Seminary, Medical or other school, the proper time for the presentation of his application is at or near the commencement of his last year of study. In other cases it is desirable that it be made at least six months before preparation is completed, or the probable time of departure if appointed.

3. The application of those who are or who expect to be the wives of missionaries are usually presented through their husbands, present or intended, and should embrace, as far as they are applicable, the same particulars. In the case of single women, substantially the same course should be followed as shown in section I, above.

### ***Testimonials.***

4. In addition to the personal application of the individual, the following testimonials shall be required, viz.: from his pastor; from the physician of his family, or one who may have attended him; from his instructors, separately or jointly; from persons of intelligence and piety, who have known him well. Such testimonials shall relate to his Christian character and standing as a member of the Church; his natural talents and temper, and the probability of working happily with others; his judgment, discretion and common sense; his literary and theological attainments, and his professional ability or skill, according to the department in which he is to labor; his habits of improving time and opportunities of usefulness; his personal habits of economy, and those of his family, if he have one; his facility in acquiring languages; his personal



appearance, manners and address; any peculiarities of character, habits, constitution of the applicant or any immediate members of his family that may seem to have a bearing on the case; his fitness for a particular field, and peculiarities as a preacher.

5. The testimonials of ordained ministers and theological students should, in all cases, include the certificate of membership and recommendation of the Classis or other ecclesiastical body to which the applicant belongs.

6. If the appointment sought be that of a physician or teacher, the testimonials should embrace letters from instructors or from intelligent persons who are familiar with the professional as well as personal character and standing, qualifications, work and success of the applicant.

7. In the case of a woman, so much of the above as is applicable, and the testimonials of such Christian women as have known her intimately, will be required. It is desirable to have young women, so far as possible, recommended for the work by the Woman's Board and the Auxiliaries or other societies that may be acquainted with them. The final decision and appointment will, however, in all cases remain with this Board.

8. In every case, special care should be exercised, both in application and testimonials, to state fully and frankly all facts bearing upon the question of health. Before the appointment, blank forms of certificate will be furnished the applicant, containing inquiries to be answered in writing by the family physician, or other responsible physician, who is acquainted with the person, and also by the applicant.

9. In no case will any one be appointed who would

not be recommended for acceptance by the examining physician of a reputable Life Insurance Company. Should the Board deem it desirable, every applicant will be required to undergo an examination by its own examining physician, whose certificate shall be submitted with other testimonials.

10. It is most earnestly desired that testimonials be written with perfect candor. To secure this result, it is better that they be sent directly to the Corresponding Secretary of the Board, rather than through the applicant. All such communications will be regarded as confidential.

### CHAPTER III.

#### APPOINTMENT.

1. If the preceding requirements are complied with, and the Executive Committee deem the case such as to encourage hope of usefulness, the applicant shall be invited to meet the Executive Committee to give them opportunity to become acquainted with him, and no appointment shall be made of persons in this country without previous personal interview, unless, for sufficient reason, the Committee shall see fit to dispense with it.

2. The Executive Committee will not be held responsible for any expenses or debts of an applicant for missionary appointment, while it may counsel him in meeting them, that every appointee may leave the country free of debt.

3. When an applicant is accepted, the selection of the field or department of labor shall, in ordinary cases, be left with the Executive Committee. The preference of the candidate is always considered, but may be overruled.



4. When an appointment is made, it shall be understood to be for life, subject to the developments of Providence, except that, in special cases, the Board may make contracts for a term of years with teachers and other helpers, in its discretion.

5. Candidates who have received their appointment cannot expect payment for their expenses, or support, from the Board, until they actually, and by direction of the Executive Committee, enter upon its service.

6. It is the standing rule of the Board not to pay any part of the expenses incurred in the regular course of preparatory study, whether theological, medical, or other.

7. When a missionary has received official notice of his appointment, if he is not already ordained, it is left with himself and the Classis with which he is connected, to arrange for his ordination. It is desirable that the time, place, and all the circumstances should be such as, in the highest degree possible, to awaken or increase interest in the cause and work of missions.

8. Missionaries and associate missionaries who may be appointed from other bodies, will ordinarily be expected to connect themselves with some Classis or Church within the bounds of the Reformed Church. In the case of the Arabian Mission, however, this shall not be required, nor in such other cases as, in the judgment of the Executive Committee, may warrant a relaxation of this rule. But in no case shall any missionary or associate missionary be appointed who is not of approved piety and a member, in good standing, of a recognized evangelical church.

9. In the case of all missionaries appointed and sent out, it is distinctly understood and expected

that, should they remove to the service of another Board, or retire from the field for other reasons than those of health or such as receive the approval of the Board, during their first year on the field, they will return, or have returned to this Board on their account, the full amount expended for their travel and outfit; twenty-five per cent. of this amount to be deducted for each subsequent year of service, such missionaries after the fourth year of service to be regarded as having discharged all such obligations. Twelve months' notice, whenever possible, shall be given of such intended removal or retirement.

10. In such cases as may be deemed expedient, the Committee will exercise the right to employ missionaries as agents, before their embarkation, for the purpose of introducing them in the most acceptable manner to congregations, of interesting the people in behalf of Missions, of promoting their own zeal in the cause, and of acquainting them with the Committee's method of operation, and the obstacles with which it is obliged to contend in supporting Foreign Missions. In all such cases the duty will be assigned by the Committee, and proper allowance made for the services performed and expenses incurred therein.

11. All missionaries accepting appointment shall be expected to acquaint themselves with the provisions of the Manual, a copy of which shall be furnished them for this purpose, and to consider themselves bound by its rules, so long as they retain their connection with the Board or any of its Missions.

## PART III.

### MISSIONARIES.

Regularly ordained ministers of the Gospel, licensed preachers, physicians, teachers and all unmarried women, under regular appointment and not under a special contract, are called *Missionaries*, and all married women, *Associate Missionaries*.

## CHAPTER I.

### UNDER APPOINTMENT.

1. When an appointment is made, the missionary shall hold himself in readiness to receive the instructions of the Committee.

2. Candidates who have received their appointments cannot begin to draw upon the Board for their expenses until they actually, and by the direction of the Executive Committee, enter upon its service.

3. In urgent cases, the Executive Committee may grant to parties under appointment and previous to their departure for the field, for one, two or three months, according to the necessities of each case, an amount equal to one-half the salary they would be entitled to receive on the field for the same space of time.

4. Besides employing missionaries under appointment as agents (Pt. II., Chap. III., Sec. 10), the Board reserves the right to employ all missionaries at home on furlough as agents in its behalf, so far as their health and other circumstances will admit. In all such cases the duty will be assigned by the Executive Committee, and proper allowance made for all expenses incurred.

5. The time of setting out on a journey is to be

settled by conference with the Secretary, with the approval of the Committee. Timely arrangements should be made, especially in the purchase of such things as are needed.

6. A passport, obtained from the Secretary of State at Washington, is important and in many cases indispensable. It may be obtained by direct application or through a Notary Public, and every missionary should attend to this matter for himself at an early date after his appointment.

## CHAPTER II.

### OUTFIT AND TRAVEL.

#### *Outfit.*

1. The missionary is expected to purchase his own outfit, and prepare all his parcels for shipment. The outfit of a missionary consists of the clothing, bedding, etc., for use on arriving at his place of destination, together with a select private library, and the necessary furniture for housekeeping. Printed lists of the articles most needed have been prepared, with the aid of representatives of each Mission, and will be sent to those desiring them. Much of the outfit, in the way of furniture, and even of clothing, can now be purchased on the field.

2. All goods intended to be shipped direct, and not to accompany the missionary, should be packed in well-made boxes, of moderate size, securely fastened and "strapped" (bound around the ends with iron bands). The boxes should be numbered, and a list kept of the contents of each, with the value, actual or estimated, of each class of articles, as books, \$. . . . . ;

clothing, \$. . . . . ; household linen, \$. . . . . ; etc., etc. Copies of these lists should be sent to the office of the Board, for use at the Custom House and the purpose of insurance.

3. It is desirable for reasons of economy in freight charges, etc., that bulky goods, as furniture, if bought in this country, be purchased in New York when possible, unless otherwise advised by the Treasurer, who should in all cases be consulted.

4. Whenever possible it is expected that the cost of providing the outfit be met by the family or friends of the outgoing missionary. Parents who would have aided their children with funds to commence house-keeping after marriage, or to start them in business, had they remained in this country, will surely not withhold such aid when and because they become foreign missionaries.

### ***Outfit Grants.***

5. When this is not possible, however, and such aid is *needed*, the Board may grant toward the purchase of outfit, upon written application, sums not exceeding, for a married missionary and his wife, \$600, and for a single man or woman, \$300. (For the Arabian Mission the amount for each individual is limited to \$200, by request of that Mission.) This allowance is to be used only for proper outfit expenses, and is available within three months before departure for the field, and may be drawn at any time within a year after the time of arrival on the field.

It is recommended that this outfit, if granted, be used with economy, and a considerable portion of it reserved for purchases to be made after arriving on the field.

6. The outfit allowance of single missionaries or families, commissioned to reside and work in furnished buildings, shall be one-half the above amounts. In case of subsequent change of assignment, to reside in an unfurnished building, the balance of the outfit money shall be paid.

### ***Special Grant for Surgical Outfit.***

7. An allowance of \$150 may be made for surgical outfit to a medical missionary, when necessary, to supplement the outfit already existing on the field. Should such missionary withdraw from the service of the Board, all such outfit must be turned over to the Treasurer of the Mission, as the property of the Board, and held subject to its order.

### ***Return of Outfit.***

8. Should a missionary retire from the field, within four years, all furniture purchased with an outfit allowance will be regarded as the property of the Board. Should a missionary die within a year after his appointment, all unexpended balance of an outfit allowance is also to be regarded as the property of the Board and should be returned to its Treasury.

### ***Traveling Expenses.***

9. The Board will bear all necessary traveling expenses of the missionary from his residence to the place of embarkation, as well as those of the journey to his station by a direct route. Should this be departed from and additional expense incurred, the increased cost must be borne by the missionary. The Board will also pay the cost of freight for outfit to the place of destination, to the extent only of six tons, ship measurement, forty cubic feet to a ton, for a mar-



ried missionary, and three tons for each unmarried missionary, together with customs dues and insurance on a sum not to exceed \$300 for each individual.

10. In case the entire outfit is not purchased and shipped at the time of departure, additional goods may be ordered and a second shipment made within one year, but the whole cost of freight and duties to be paid by the Board shall not exceed the limits above stated.

11. On being advised of the day fixed for embarkation, the missionary will proceed to the port appointed, so as to reach it at least three days before the time of sailing.

## CHAPTER III.

### 'IN THE FIELD.

#### *Arrival.*

1. On his arrival within the bounds of the Mission to which he has been appointed, the missionary shall report himself as soon as possible to the Secretary or other officer of the Mission, and shall be subject to all the laws and regulations established for the government of the same.

He shall also furnish the Treasurer of the Mission with a statement of all money received for traveling expenses, and a detailed account of expenses actually incurred for the journey, with vouchers when possible. This account shall be carefully examined by the Treasurer of the Mission, both as to its accuracy and the suitableness of its items and amounts, and a copy duly attested, together with his report thereon, shall be sent by him at once to the Board.

## ***Salaries.***

2. Each person appointed, shall be allowed for himself and family such salary as in the judgment of the Committee is required by his or their circumstances, and the cost of living and travel in the country to which the appointment is made, the design being to furnish a comfortable support to the missionaries while they continue under the commission of the Board on the Mission field, and no more. Such salary shall be subject to revision from time to time, and there may be an increase, reduction or withdrawal, as the Board may decide.

(At present the salary of each married missionary in China is \$1,100; in India and Japan, \$1,200, and in Arabia, \$1,200. Of each single man in all the Missions, \$700, and of each single woman, \$600; excepting in India, where these are \$800 and \$650 respectively.)

3. Salaries shall commence from the day of the arrival of the missionaries within the bounds of the Mission to which they are appointed, and shall cease on the day of their departure therefrom.

## ***House Rent.***

4. In addition to the salary, a house is provided. If the Board own no house at the station to which he is assigned, a sufficient allowance is made to each missionary for house-rent, such allowance to include the amount actually expended for the purpose, with an addition not exceeding ten per cent., to cover such minor repairs and expenses as may be necessary.

If a house in the native style be rented for a term of years, such additional allowance as the Mission shall approve may be made for the first year.

5. The particular station and work of each mis-



sionary is, in general, assigned by the Mission and not by the Board, though the right of the latter to make such assignment is distinctly reserved. Each missionary will be expected to accept the position thus assigned.

### ***Language Study.***

6. Missionaries should give their first and special attention to the work of acquiring accurately the language of the country to which they are sent, and, except under the pressure of very great necessity, of which the Committee shall judge, no other work should be allowed to interfere with this.

At the end of the first and second years after the arrival of a new missionary, the Mission is requested to ascertain and make report to the Board in regard to his progress in the acquisition of the native language and his knowledge and skill in its practical use.

### ***Language Teachers.***

7. The Board is prepared to grant an allowance for language teachers and literary assistants to those who require them, at a rate to be determined by the Mission. This is not to be regarded as a personal allowance, and the Mission must certify that such expenditure is necessary and is actually used for the purposes indicated.

8. In beginning and prosecuting their studies and in the care and preservation of their health, new missionaries should follow the counsel of the older and more experienced members of the Mission. Due attention to this point will promote usefulness and prevent many failures.

### ***Individual Correspondence.***

9. Every missionary is expected to correspond

freely and as frequently as possible with the Board, and give such information relating to his work, or the work of the Mission, as may be made useful and profitable in interesting and encouraging the Church at home. Though this may make a considerable draft upon the missionary's time and strength, no work is of greater importance.

10. No application shall be made by any missionary to churches, societies, or individuals at home for funds for any special purpose, without the sanction of the Mission and also of the Executive Committee, previously obtained; and all contributions in answer to such appeals thus sanctioned, must pass through the Treasurer of the Board.

### *Outside Employment.*

11. No missionary shall engage in any secular employment, nor in any religious employment distinct from that of the Mission to which he has been appointed, without first obtaining the consent of the Mission, and holding the same subject to the approval of the Executive Committee, which shall be renewed from year to year. If such work brings him any pecuniary compensation, the money so received should be turned over to the Treasurer of the Mission and reported to the Board, so long as he continues to draw his usual salary.

### *Medical Work.*

12. Medical missionaries shall constantly make their practice of medicine among the natives conduce to the advancement of the Missionary work. If receiving a fixed salary from the Board, any fees which they may receive for medical service should be turned over

to the Treasurer of the Mission and reported to the Board.

13. Medical missionaries are expected to give their professional services freely to members of the Mission to which they are attached. At stations where there is such a medical missionary in the service of the Board, or other competent physician available, the Board cannot hold itself responsible for any expense incurred in seeking medical aid elsewhere. Where there is no medical missionary or other physician, the Board will be responsible for expense incurred in reaching or obtaining the nearest competent physician.

### ***Donations.***

14. All donations received for hospitals, schools or other work shall be expended according to the expressed wish of the donors, but only with the approval of the Mission. If in any case a special object is designated which a majority of the Mission does not approve, the matter shall be reported to the Board for its advice and direction.

### ***Medical Bills.***

15. An annual appropriation is made to each Mission for medical bills. This appropriation is not intended to include the payment of bills for the treatment of the teeth, nor for the purchase of drugs, medicines, spectacles, etc. But drugs and medicines obtained from hospitals or dispensaries maintained by the Board should be furnished to members of the Missions without charge.

In any special case where the Mission deems it proper to make an exception to this rule it may send to the Board a request to that effect, noting the reasons, and if the Board considers the reasons sufficient

a special appropriation will be made to meet the case. No medical bills shall be paid until after they have been examined and approved by the Mission.

### ***Purchase of Goods.***

16. The Board, through its officers, is always ready to discharge such commissions, in the purchase and shipping of goods, payment of bills, etc., etc., as may be confided to it by any of its missionaries in the field, and receive and transmit funds for their personal use, subject to such rules as it may find necessary. But the purchase and forwarding of goods from this country through Mission agencies, for the use and benefit of persons not members of our own or neighboring Missions, are open to serious objection. No such commissions will, therefore, be attended to, and none such should be sent.

When an order is sent to the Board for the purchase of goods for a school, hospital or other institution, or for the payment of bill for the same, the probable amount of the bill should be stated, and the assurance should be given that the purchase has been approved by vote of the Mission, and that the institution has ample credit for the same within the appropriations for the current year.

17. Missionaries regularly appointed by the Board, and laboring in connection with its Missions, but supported either in part or wholly by other funds than those of the Board, will be expected to conform to the same rules as other missionaries so long as they retain such connection.

## CHAPTER IV.

### RECALL, FURLOUGHS AND RETURN.

#### ***Recall.***

1. Whenever the continuance of any missionary in connection with the Board shall be deemed inexpedient, in the judgment of the Committee, the relation may at any time be terminated and the appointment cancelled. Should the missionary be in the field, six months' notice shall be given of his return, or six months' salary; and the cost of return passage to this country will be met by the Board, within such limits of time as it may prescribe.

#### ***Vacations on the Field.***

2. Missionaries are expected conscientiously to care for their health, taking such rests and vacations in the vicinity of their Mission fields as are necessary for this purpose and approved by the Mission. When missionaries take such rest or vacation, with the approval of the Mission, their salary and allowances shall continue as usual, and their traveling expenses shall be paid by the Mission. But no expense should be incurred by the Mission on this account except upon a certificate by a medical member of the Mission, or, if there be none, of some other competent physician, testifying to its necessity, such certificates to be forwarded to the Board.

#### ***Furloughs.***

3. While appointments are usually made for life, yet occasional furloughs, embracing a return to the United States, are not only proper, but on many accounts desirable. The frequency of such furloughs will depend in part, upon the health of the missionary and

in part upon the location and climate of the Mission. No uniform time for furloughs has been fixed. They should, however, be so arranged as to interfere as little as possible with the work of the Mission, and also to avoid the absence from the field and the presence in this country of too many members of any one Mission at the same time. It is desirable that they cover, if possible, absence from the field during two hot seasons.

In general, it may be said, as the result of past experience, that no furlough should be granted until after a period of five years continuous service in Arabia, seven years in China and Japan, and eight years in India. It is recommended, however, that a missionary is not to assume that he is to take a furlough at the expiration of this minimum term of service, irrespective of his health and the needs of the work. The Mission itself can best determine the precise limits for the individual missionary, as it is conversant both with the physical condition of the individual and with the work which will be affected by his departure.

The term of service of medical women shall be five years, not including the first term, which shall be seven years.

### ***Special Causes for Return.***

4. When a missionary shall desire, on account of ill health or for any other cause, permission to return to the United States, not at the usual time for a furlough, he is required to obtain permission from the Executive Committee so to do, when it is practicable (always sending with his request the opinion of his Mission), and when impracticable to obtain such per-



mission, he is required to obtain the consent of his Mission, which consent shall always be subject to the revision of the Executive Committee.

The consent of the Mission should always be immediately reported to the Board with the reasons for it. In case of failure of health it should also be accompanied by a physician's certificate as to the necessity of such return.

### ***Length of Furlough.***

5. In all ordinary cases furloughs are for eighteen months, *including* the time required for a direct journey home and return to the field. This time may be extended when the health of the parties requires it, or for other satisfactory reasons. But in all such cases application should be made to the Committee for such extension, stating the reasons therefor, before the expiration of the regular time allowed.

### ***Traveling Expenses.***

6. The traveling expenses of missionaries returning on furlough with the approval of the Committee, by a direct route, will be paid by the Board. One measured ton of freight without customs duty is allowed each adult and one-half ton for each child. They shall also be permitted to draw an amount not to exceed \$25 for each adult, to cover cost of clothing and other incidental expenses. Provision for the cost of such anticipated return should invariably be inserted in the annual Estimates of the Missions.

### ***Home Allowance.***

7. The Committee will make such allowance for the support of missionaries during their stay in this country on furlough, as the circumstances of each case may require and the means of the Board allow. This

allowance shall date from the time of arrival in the United States, shall be for one year only unless regularly renewed, and shall be charged to the Missions to which they belong as a part of the expenses of said Mission.

### ***Medical Bills at Home.***

8. Ordinary medical expenses of missionaries in this country must be paid from the allowance provided in the preceding section. Where special medical or surgical treatment is needed, because of disease or disability contracted during service in the field, the cost of the same, when approved by the Executive Committee, will be paid by the Board and charged to the Mission to which the patient belongs, as a part of the regular appropriation for medical bills.

In case the amount so paid and charged to the Board shall increase the amount expended by the Mission for medical bills beyond the appropriation for that purpose, the excess may be assumed by the Board.

9. Missionaries at home on furlough shall be at all times welcome to attend the regular meetings of the Board. They shall be invited to attend a meeting of the Executive Committee as soon after their arrival home as may be convenient, to inform the Committee concerning the condition and work of their respective Missions. Their presence may be specially invited when matters of importance relating to their own Missions are to be considered.

### ***Return to the Field.***

10. When missionaries return to their fields, the Board will defray their traveling expenses and those of their children under fourteen years of age, from their home or place of residence by the usual and



direct route of travel. It will also pay charges for one measured ton of freight for each adult and one-half ton for each child. In case the children desire to return as missionaries, they shall be subject to the same rules as other missionaries, or candidates.

### ***Medical Certificate Before Return to Field.***

11. Each missionary at home on furlough after a period of five or more years on the field, is asked to present to the Executive Committee a proper medical certificate before entering upon another period of service.

### ***Refit Allowance.***

12. Missionaries on returning to the field after furlough, may be allowed, when necessary, one-half the regular outfit grant for *refit*. The cost of freight on such refit, to the place of destination, will be paid by the Board to the extent of one and one-half tons (forty cubic feet per ton) for each adult and half this amount for each child, together with customs dues and insurance on a sum equal to the amount of the grant. But no such grant for refit shall be made more than once to the same person or family, unless under circumstances of peculiar necessity, of which the Committee shall judge.

### ***Retirement.***

13. When missionaries or associate missionaries return home, their connection with the Board shall cease as soon as there is no longer a reasonable probability of their returning to their missionary labor. A decision that it will be impossible to return to the field shall be held to be equivalent to a resignation, and the Board will make such equitable arrangement as the exigencies of each case may demand.

14. When superannuated or disabled missionaries, or widows of missionaries, return finally to this country with the approbation of the Executive Committee, it shall be the duty of the Committee to make such grants toward their support, as the circumstances of each case shall require, and the resources of the Board allow:—it being understood;

*a.* That no pensions or annuities are to be settled on any person, and that no grant is to be made, except in extraordinary cases, for a longer period than one year.

*b.* That, except in extraordinary cases, after the lapse of six months from their return, no grant is to be made to returned missionaries or associate missionaries, who are neither superannuated, nor disabled by sickness, and yet are not expected to resume their labors.

## CHAPTER V.

### CHILDREN OF MISSIONARIES.

1. In addition to salary, an allowance of \$100 is made for each child while it remains on the field, or is with its parents at home, to the age of ten, and \$150 from ten to eighteen years.

2. When missionaries desire to send their children to this country for education, and it is decided with the approval of the Mission and the Board, that the children may come, the allowance, extraordinary cases excepted, shall be only for a passage directly home.

3. When the children arrive in this country, the Board will make grants, on application from the parents or guardians, to an amount not exceeding \$150 a year for each child, until the children are fourteen

years old, when the grant may be \$200 till the age of eighteen. The same rule applies to children who remain in this country when their parents return to the field. In special cases, and upon application, the Committee is authorized to continue this grant, for educational purposes only, to the age of twenty years. This grant ceases when the missionary ceases to be connected with the Board. But the children of missionaries who have died in the service shall be entitled to receive it, when necessary, under the same limitations as to age.

4. No allowance will be provided in the case of children who may be adopted by missionaries.

5. The allowances made on account of the children of living missionaries, wherever the children may be educated, shall be charged to the Mission to which the parents belong; and the allowances made on account of orphan children shall, in ordinary cases, be charged to the Mission to which the parents belonged at the time of their decease.

## **PART IV.**

### **THE MISSION.**

A Mission consists of all the missionaries of the Board in a particular country or within certain specified territorial limits.

## **CHAPTER I.**

### **CONSTITUTION AND POWERS.**

#### ***Organization.***

1. When three or more missionaries are located in the same field they shall organize themselves for business as a Mission by the choice of a President

a Secretary and Treasurer. No native shall be a member or take part in the action of such Mission.

### ***Meetings.***

2. Regular meetings of the Missions shall be held at such times as each Mission may determine, and all missionaries and associate missionaries shall be entitled and are urged to attend them.

3. Special meetings may be held, subject to such rules as each Mission may provide. But the action taken at such meetings shall be subject to revision by the next regular meeting.

4. In regular and special meetings, at which a quorum is present, all questions shall be decided by the vote of a majority present and voting, subject, however, to the following provisions:

a. No missionary or associate missionary shall be allowed to vote who has not been one year on the field, and has not passed the examination prescribed for the first year.

b. All regularly appointed missionaries shall have the right to vote on every question.

c. Associate missionaries, who have passed the first year's examination, and are regularly engaged in definite work assigned to them by the Mission, may be admitted to the same privilege by a majority vote of the Mission, so long as they continue to be so employed.

### ***Rules.***

5. Each Mission shall be at liberty, and is advised, to adopt such system of rules as in its judgment is best calculated to promote the regularity, economy and effectiveness of its work, *provided* that nothing in such

system or particular rules shall in any way conflict with the rules of the Board as contained in the Manual. Copies of the same should be sent to the Board for its information.

### ***Examinations.***

6. It shall be the duty of each Mission to provide a course of study for new missionaries, recommend their teachers, superintend their studies and provide for examinations at the end of their first and second years, due regard being had to the acquisition of both the written and the spoken language, and also to a knowledge of the Scriptures in the vernacular. At the end of each year's examination the Mission shall report the result to the Executive Committee.

### ***Comity.***

7. It is a principle with the Board that its Missions and missionaries seek to maintain friendly relations with those of other Societies, and especially that they associate themselves as closely as possible with those of like faith and order, laboring in the same field.

### ***Relations to Governments, Etc.***

8. Missions and missionaries should carefully abstain from all interference with the political affairs and institutions of the people among whom they labor, and in the prosecution or defense of lawsuits. While their good offices may be used to promote a peaceful settlement of difficulties, extreme caution should be exercised in invoking the intervention of Consular or Diplomatic Agents of their own or other governments.

### ***Official Appointments.***

9. No missionary is at liberty to accept any Con-

sular or other appointment under the United States government or any other, without having first obtained the approval of his Mission and also of the Board.

## CHAPTER II.

### APPEALS.

#### *The Right of Appeal.*

1. The Board, while reserving the right to revise, approve or annul the decisions of the Missions, yet earnestly desires and hopes that questions relating to the general conduct of the Missions or the work of individual missionaries, may be satisfactorily settled on the field. The right, however, of each missionary is fully recognized, to appeal to the Board from a decision of the Mission by which he may feel himself aggrieved, or which he may conceive to be injurious to the work.

#### *Mode of Procedure.*

2. Every missionary so appealing shall give to the Mission due notice of his intention, and shall file with it a copy of all papers which he proposes to send to the Board, in ample time for the Mission to prepare a reply, of which he shall also receive a copy.

#### *Stay of Proceedings.*

3. Pending the Board's decision in such a case, no action shall be taken, unless imperatively demanded, which will change established conditions, the appeal in all ordinary cases operating as a "stay of proceedings." When action of some kind, however, seems to be imperative, the Mission shall immediately make full report to the Board of the fact and nature of the action and the reasons therefor.



## CHAPTER III.

### ESTIMATES.

#### ***Mission Estimates.***

1. Each Mission shall prepare every year, in such manner as is most convenient, and in such form as the Executive Committee may direct, a careful estimate of the probable necessary expenses for the work of the year ensuing, specifying the different objects in detail, to be forwarded so as to reach the Board not later than the first of September. These Estimates shall be made out in *local currency* except in the matter of salaries and allowances of missionaries, including expenses on property occupied by them, to be paid either on the field or in this country. The estimated rate of exchange shall be distinctly stated.

#### ***Station Estimates.***

2. Each Station in the Mission shall prepare its own estimate of expenditures for the year. These shall be submitted to and carefully examined by the Mission, and from these, when approved, the general estimate shall be made up.

#### ***Objects Included.***

3. In furnishing these yearly estimates, the Missions are expected and requested to include in them only such objects as are indispensable to the maintenance of the actual work of the Mission in a condition of proper efficiency. These estimates, when approved, and the amounts appropriated by the Board, will govern the expenditure of the year, and must not be exceeded.

### ***Additional Estimates.***

4. In addition to the regular estimates, the Missions are authorized and requested to accompany them with a statement of such other objects, with their estimated cost, and in the order of their importance, as may seem to them most pressing and necessary for the further development of their work—these statements to form the basis of such additional appropriations as the Board may, from time to time, be able to make.

### ***Special Objects.***

5. When gifts are received and applied to items of work in either of the Missions, outside of the appropriations, and such items of work are to be continued from year to year, they shall be included in the Mission Estimates after the year for which payment for them began to be made, except in such cases as the Executive Committee may otherwise provide.

## CHAPTER IV.

### FINANCIAL.

#### ***Drafts.***

1. In general, drafts upon the Treasurer of the Board by individual missionaries, are not desirable. If any missionary wishes to remit to this country in payment of bills for goods ordered or for other purposes, he is required to do so, except where impossible, by means of the Mission Treasurer's drafts upon the Treasurer of the Board.

Immediate notice of such drafts, their dates, amounts, and the parties in whose favor they are drawn, should be sent by the Mission Treasurer to the Treasurer of the Board.



## ***Property Owned or Leased.***

2. Real estate shall not be purchased or leased by a Mission, or any member of any Mission for the account of the same, without the express permission of the Committee previously obtained, and all property so acquired shall be held in trust for, or in the name of, the Board of Foreign Missions of the Reformed Church in America.

In countries where this is not possible, all properties shall be held in such manner, approved by the Board, as shall secure to the Board their rightful possession in accordance with the laws of the country in which they are held.

No such property shall be sold, leased or otherwise disposed of, nor shall any lease be surrendered before the time of its expiration, without the consent of the Committee. The date of the expiration of every such lease should be notified to the Board at least six months in advance.

## ***Special Appropriations.***

3. When special appropriations are made, or the collection of special funds is authorized by the Board, for buildings or other purposes, the amounts thus appropriated or collected (unless otherwise specifically directed by the Board) are in all cases to be held by the Mission and expended only under its direction, in the same manner as the general appropriations. No expenditure is to be incurred, and no contracts for such expenditure concluded, until the final plans, terms of contract and ultimate cost of the operations proposed have been submitted to and approved by the Mission.

### ***Custody of Funds.***

4. It is desired that money placed in the hands of a missionary of the Board, which is not a gift to him personally but is intended for missionary purposes, either for current work or for purchase of land, or the construction or repair of buildings, shall not be retained or deposited in bank by him, but shall be deposited with the Treasurer of the Board, or with his Mission Treasurer, until needed for immediate expenditure; for the reason that, while the Board might not always be held legally responsible for a gift of money so placed in the hands of a missionary, it would be quite liable to be held morally and equitably responsible for it in the minds of the donors.

### ***Reports from Schools, Hospitals, Etc.***

5. Each missionary conducting boarding schools, hospitals and similar missionary operations in connection with our Missions, shall give to the Mission Treasurer a yearly account of all money received from any source and expended for such operations, a copy of which account shall be forwarded to the Board.

### ***Appropriations Lapse.***

6. All appropriations lapse at the close of the year for which they are made. All unexpended balances should be placed to the credit of the Board, and applied to the appropriations for the new year. But in the case of buildings or other special work actually in progress, and which of necessity cannot be completed by the close of the year, the amount appropriated for their completion may be reserved for that purpose and reported to the Board.

## CHAPTER V.

### THE MISSION TREASURER.

#### ***Books.***

1. The Treasurer shall keep, in official books procured at Mission expense and to be the property of the Board, clear and correct accounts of all receipts and payments, and have vouchers for the latter; his books must be open to the inspection of other members of the Mission, or any one of them, at any time; and his accounts must be audited by a committee of two members appointed each year for this purpose.

#### ***Yearly Reports.***

2. He shall forward to the Committee, at the close of each year, a detailed report, to December 31, of all cash received from every source, drafts drawn, and all payments; the amount of all special funds held by the Mission, from whatever source received and for whatever purpose held, and all drafts or Letters of Credit in his hands, duly audited by a Committee appointed for the purpose. In case a deficit is reported, a brief and clear statement of the reasons for it and the parties to whom it is owing, should accompany the Report.

#### ***Appropriations Must Not Be Exceeded.***

3. The Treasurer will on no account be permitted to exceed in expenditure the amount annually appropriated for the support of the Mission, except in imperative circumstances, and then only with the consent of the Mission, and subject to the final judgment of the Executive Committee. When such excess can be plainly anticipated, the fact should at once be notified to the Board.

### ***Loans and Trust Funds.***

4. No funds of the Board shall be loaned to outside parties, nor shall any funds belonging to outside parties be received by any Mission Treasurer in trust or on deposit.

### ***Return of Missionaries.***

5. When missionaries return from the field to this country, the Treasurer shall report immediately on their departure, the following items to the Board:

a. The term to which the salaries of such missionaries have been paid on the field.

b. The amount of money furnished them for the journey, for which account is to be made to the Board on arrival in this country.

c. Whether this amount includes the special allowance for the journey, as provided in the Manual, section 6, page 29.

6. Any change of Treasurer shall be at once cabled to the Board.

## **CHAPTER VI.**

### **CORRESPONDENCE AND REPORTS.**

#### ***Monthly Letter.***

1. In all Missions a letter should be sent to the Board once a month, either by the Secretary or some other person appointed for the purpose, giving news of the missionary work, that the Board may be kept constantly and fully informed of its state and progress.

#### ***Annual Report.***

2. Each Mission shall prepare an annual report which shall give, in as brief and clear a manner as possible, a view of the work in the entire field during

the year. It should present, in tabular statement, the number and names of stations and out-stations, churches, schools (Sunday, day and boarding), the number of baptisms during the year, of communicants, received on confession and letter, dismissals and total in communion, scholars (distinguishing between boarding, day and Sunday scholars, male and female) with a list of the missionaries and associate missionaries at each station; and such other items of information as may be deemed valuable.

3. In order to secure uniformity in the Mission Report, each Mission is requested to appoint annually a committee to whom all individual and station reports of work done during the year shall be submitted, and by whom a revised and condensed report, based upon these, covering the whole field and embracing such other matters pertaining to the interests of the Mission as may properly claim their attention, shall be prepared. This report, when presented to and approved by the Mission, shall be forwarded to the Board, and should, in all cases, be sent so as to reach the Board not later than March 15.

### ***For Publication.***

4. In the publication of all matters relating to the policy of the Board, or the raising and distributing of funds, such publications, or communications intended for publication, should first be submitted to the Executive Committee.

This is not designed to interfere with, or to restrict, free and frequent communication to the periodicals of the Church, without submission to the Committee, of such matters of general interest and information as are likely to increase the knowledge and interest of the members of our Churches in the work of the Missions.

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